



FCJ Primary School  
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Dear Parents,

### **SCHOOL BUSES AND CODE OF CONDUCT**

The School Bus Service operates a shuttle between FCJ and Wellington Road. This service is available only to KS2 pupils or KS1 children, if accompanied by an older sibling who accepts responsibility for them.

The bus has 29 seats and 15 standing places. The seats **are not** equipped with safety belts.

The buses are not supervised by adults, so it is important that

- a) Parents (or a designated responsible adult) must remain with their child until s/he is on the bus from Wellington Hill.
- b) Parents (or a designated responsible adult) must be at the bus stop to collect their child getting off the bus.
- c) Pupils conduct themselves in a safe and sensible manner whilst on the bus.

Children are required to stay seated while travelling on the bus and to talk quietly and sensibly to the child beside them.

However, due to an increase in children now using this service from FCJ, we need you to be aware that there may be times when there is standing room only.

#### **AFTERNOON JOURNEY ONLY (FCJ TO WELLINGTON HILL):**

**Your child's place on the bus must now be booked via ParentMail.** Bookings close at 2pm every day. Bookings can be made in advance but we would kindly ask that, in consideration of other users, you only book the days you need and if you no longer need the space you e-mail the school office with as much notice as possible so that we can make it available again. If the bus is fully booked, you must make alternative arrangements to collect your child from school at the usual time or book them into Extended Day Club.

Also, in order to minimise the impact on staff who are on bus duty, please ensure that your child is clear as to when they are taking the bus so that the departure is not delayed. If there is a last minute change to the arrangements and your child no longer needs to take the bus, we respectfully ask that you e-mail the office as soon as possible, so that we can inform your child and his/her teacher of the change and ensure the bus is not delayed.

FCJ pupils who travel by bus, are allowed to bring a mobile phone to school and leave it at the office until home time. Should there be any delays with the bus, they then have the facility to contact their parents. They **MUST NOT** use the phone at any other time or for any other purpose.

Please sign below to indicate:

- That you are aware of these conditions and that FCJ accepts no responsibility for the welfare of your child while travelling on the school bus.
- Children using the school bus do so at their own risk.
- Children behaving inappropriately will not be allowed to use the bus system.
- Children in KS1 may only use the system if accompanied by an older sibling, who accepts responsibility for their welfare.

Yours sincerely,

Mrs C Inglis  
**DEPUTY HEADTEACHER**

**PARENTAL CONTRACT FOR USING SCHOOL BUS SYSTEM FROM FCJ SCHOOL**

**Please return to school before your child is due to take the bus**

Child's Name \_\_\_\_\_ class \_\_\_\_\_

Parent's Name (Block Capitals): \_\_\_\_\_

I understand and accept the conditions for my child using the school bus system.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_